



## Human Services Administration

**CaSonya Thomas**  
Assistant Executive Officer

February 20, 2018

**RE: REQUEST FOR PROPOSALS (RFP) TO PROVIDE HEALTH INSURANCE COUNSELING AND ADVOCACY SERVICES FOR MEDICARE BENEFICIARIES (RFP HS 18-07/ EPRO# DAAS118-OAAGI-2772)**

The County of San Bernardino Department of Aging and Adult Services have issued and invite responses to a RFP to provide health insurance counseling and advocacy services for impending and actual Medicare Beneficiaries. The expected beginning date for the services described in the RFP is July 1, 2018.

The RFP may be downloaded from the following County of San Bernardino site:

<https://epro.sbcounty.gov/epro/>

Although the internet is the preferred media for distributing the RFP, copies can also be obtained at the address provided below.

County of San Bernardino  
Human Services Administration – Contracts Unit  
150 South Lena Road, San Bernardino, CA 92415-0515

A **non-mandatory** proposal conference will be held at **1:00 P.M. on Wednesday, February 28, 2018** at Human Services Administration 150 S. Lena Rd. San Bernardino, CA 92415.

For clarity and accuracy, all questions related to this RFP must be submitted in writing by Thursday, **March 8, 2018 at 4:00 P.M.**

Proposals or bids can be submitted through mail, in person at the Human Services address listed above, or through the County of San Bernardino Electronic Procurement Network (ePro) at <https://epro.sbcounty.gov/epro/>.

All proposals or bids must be received no later than **4:00 P.M., Thursday, March 22, 2018.** Proposals that are submitted via mail or in person will be date and time marked as they are received. **Late or incomplete proposals will NOT be accepted.**

If you have any questions or require additional information, please contact me at (909) 386-8146 or via email at [Becky.Giroux@hss.sbcounty.gov](mailto:Becky.Giroux@hss.sbcounty.gov).

Thank you for your interest in serving the County of San Bernardino.

Sincerely,

Becky Giroux, Contract Analyst  
County of San Bernardino Human Services  
Administrative Support Division – Contracts Unit

Enclosure

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